

## 2004 Annual Report Instructions

June 30, 2004

Dear Rhode Island Public Library Director,

The 2004 Annual Report and the 2004 Annual Report Instructions for completing the report are now available online. Both publications can be accessed through the LORI website <http://www.ori.ri.gov>

In June 2003, every library director was given by e-mail the ID and password needed to open the Annual Report. The computer that is used to access the Annual Report must have Microsoft Internet Explorer version 5.5 or higher. If you don't have your password, send an e-mail to [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us) to request that it be sent again.

Enter data online for all forms. No paper copies of the Annual Report will be sent to libraries. No printed paper copies of completed reports will be accepted from libraries. Only those documents requiring signatures will be accepted in hard copy, i.e., Application for Grant-In-Aid, Certification of Appropriation and Expenditure, Standards Certification, Standards Certification for Combined Libraries, Request(s) for Waiver of Minimum Standards for Rhode Island Public Libraries, and Disaster and Preservation Planning Certification of Compliance (Update Log attached). These should be printed, signed and mailed to: OLIS, Attn. Ann Piascik. If you prefer, you may send forms with signatures through the Delivery system to DSL Attn.: Ann Piascik.

All required forms are included online in the 2004 Annual Report. The information needed to submit the Annual Report is included in the online Annual Report Instructions and on the Report forms.

The Certification of Appropriation and Expenditure and the Application for Grant-In-Aid are the only forms in which local tax-based operating figures are required. It is essential that the information be correct because these fund amounts are used to determine eligibility for and amount of Grant-In-Aid.

Certain forms have historical data pre-entered. This data should be checked for accuracy. Make corrections to historical data online on the Feedback Form. Incomplete or incorrectly entered current data will not be accepted and the library's Annual Report will be returned.

Complete the 2004 Annual Report online no later than September 15, 2004. Hard copies of signed documents must be received by OLIS no later than September 15, 2004. A copy of an approved 2005 Grant-In-Aid Application will be sent after all documents are determined to be correct, in order, and meeting Grant-In-Aid requirements.

Sincerely,

Anne T. Parent  
Chief of Library Services

**2004 Annual Report Instructions**

# What's New, Revised, and Deleted

Thanks, Rhode Island Public Librarians. You did a great job in supplying timely data for the 2003 Annual Report! I know you'll do the same for 2004.

Good data means reliable statistics on the local, state and federal level. A continuum of accurate data provides us all with a true picture of Rhode Island public libraries' economic health and value. It keeps us steady on our course.

The design of the Report has been fairly stable for three years, including FY2004. The following is what's new, what's deleted and what to pay special attention to in the 2004 Annual Report -

## **New FSCS Data Elements/Definitions –**

- LSA Boundary Change (LSA is Legal Service Area, Main Library/System form)
- Other Materials Expenditures (Income and Expenditures form)
- Capital Revenue (formerly Capital Income, Income and Expenditures form)
- Electronic Books (Collection form)
- Databases (Collection form)
- Current Electronic Serial Subscriptions (Collection form)
- Local Government Capital Revenue (Income and Expenditure form)
- State Government Capital Revenue (Income and Expenditure form)
- Federal Government Capital Revenue (Income and Expenditure form)
- Other Capital Revenue (Income and Expenditure form)

## **Revised FSCS Data Element Names (former name shown in parenthesis) & Other Revisions –**

- Print Materials (Book/Serial Volumes, Collection form)
- Current Print Serial Subscriptions (Subscriptions, Collection form)
- Local Government Revenue (Local Government Income, Income and Expenditure form)
- State Government Revenue (State Government Income, Income and Expenditure form)
- Federal Government Revenue (Federal Government Income, Income and Expenditure form)
- Other Operating Revenue (Other Income, Income and Expenditure form)

- Total Operating Revenue (Total Income, Income and Expenditure form)
- Electronic Materials Expenditures definition (Income and Expenditure form)
- Other Operating Expenditures definition (Income and Expenditure form)
- Capital Expenditures (Capital Outlay, Income and Expenditure form)
- Total Attendance at Library Programs definition (Services form)
- Users of Electronic Resources per Typical Year (Users of Electronic Resources per Week) (The data are now reported as annual number instead of typical week number, Technology form)
- Legal Basis Code: (Main Library/System form)
  - 'LD' code= Library District ('SD' used last year)
  - 'SD' code= School District ('SC' used last year)

## Deleted FSCS Data Elements –

- Fax Number of the Director (Main Library/System form)
- E-Mail Address of the Director (Main Library/System form)
- Materials in Electronic Format (replaced by Electronic Books, Databases, and Current Electronic Serial Subscriptions, Collection form)
- Access to Electronic Services (Technology form)
- Access to Internet (Technology form)
- Number of Internet Terminals Used by Staff Only (Technology form)

## New Features of the Annual Report –

- –2
  - Empty fields are labeled as –2. A minus two (–2) is your clue that the field must be entered by the library with a positive number or letter(s).
- Edit Check messages
  - Displayed in the Current Check and Historical Check columns on the Annual Report forms online. An explanation of messages is below and can be found by clicking on any message name in the forms online.
  - Kinds of Messages-
    - **ANSWER.**  
The edit check message for a field entered with –2 is always “ANSWER”. It reminds you to enter data for that data element.
    - **CHECK.**  
Data entered by the library meets the edit conditions. This means the library is asked to check the data entered for accuracy. When there is current and historical (prior) year data and both are correct, briefly explain the difference between the current and prior year data in the Feedback Form. If the prior

year data is incorrect, supply the correct data noting the year and data element, and form in the Feedback Form. Otherwise, correct and save current year data and recheck the Edit Check message displayed.

- **OK.**

Data was entered by the library and does not meet the edit conditions. The library must rely on its own checking mechanisms to verify the accuracy of the entered data.

- ---

No edit condition was programmed for this data element. The library must rely solely on its own checking mechanisms to verify reported data.

- Request for Waiver Form
  - Enter this form online, then
  - Save and print the filled out form for signatures.
  - Submit this form for approval prior to application for Grant-In-Aid.  
Request for Waiver forms may be included in the Application for Grant-In-Aid packet no later than September 15, 2004. If attached to the Application, the waiver approval process may delay processing the Application.

## Pay Special Attention to –

- “Other” data elements
  - Data entered in “Other” must be described in the succeeding “Describe Other”
- ILL and Circulation (CLAN) data elements
  - If an actual count of ILL transactions for all of FY2004 is unavailable, determine an annual estimate by counting whatever valid data you have and extrapolating an annual figure accordingly. For example, if you have 5 months of accurate data from July through November 2003 and 1 month of accurate data for June 2004, add these together, divide that total by 6 and multiply by 12 for your annual estimate. If you have 29 weeks of accurate data, even if they occurred at the beginning and end of the fiscal year, add them together, divide the total by 29 and multiply by 52. If you question the accuracy of the results, look at your totals for last year, and adjust accordingly. Wherever you can use the attached instruction table or your own manual counts to provide more valid estimates, use those estimates as well or instead. Please include an explanation of how you calculated the estimate(s) on the Annual Report Feedback form. If an accurate 12 month count becomes available at any time after Sept.

15, 2004, please send the information in an email. Note: A zero is a valid and true number to be used in statistical calculations.

- Edit Checks
  - These programmed conditions are an aid to the library in verifying entered data. They are not to be relied on solely for verification. Inaccuracies and errors are possible even when edit conditions are not met and the OK code is displayed.
- Current Check and Historical Check columns
  - Current Check and Historical Check are aids to the library in verifying entered data. A computerized program performs an edit check. In an Historical Check, current year data is checked against prior year data. Not all data elements have Historical Checks. Not all data elements have edit checks. Visually checking prior year data against current year data entered is another means of verifying current entered and historical data. Since all data is subject to several rounds of state and federal level checks after September 15th, using this aid when entering data minimizes the need to verify data at a later date.
- Feedback Form
  - Always name the data element and form when explaining a data element in the Feedback Form.
- 2004 Annual Report forms
  - Attach all completed forms with signatures to the Application for Grant-In-Aid. Do not send forms separately. An incomplete Application packet will not be accepted.
  - Print a copy of the completed 2004 Annual Report forms before Sept. 15, 2004.
  - A read-only, blank copy of the 2004 Annual Report will be available online after Sept. 15, 2004.

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

And finally... Remember to use the definition buttons (the blue question mark enclosed in a circle) on the Annual Report forms online and the Annual Report Instructions online to guide you when completing the 2004 Annual Report and FY2005 Application for Grant-In-Aid.

# 2004 Annual Report Instructions

These instructions are to assist Rhode Island local public libraries in filling out the Annual Report. The 2004 Annual Report is due no later than September 15, 2004 in order to be eligible for FY2005 Grant-in-Aid (GIA).

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### Submission

- **Print Copy**
- **Deadline**

### FSCS

(pdf format)

- **Printing**
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- **Role**
- **FSCS Definitions**
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### **Technical Assistance**

2003 Annual Report forms are no longer accessible. Read-only/pdf versions of **Forms** and **Definitions** is provided for referral purposes. You must have <http://www.adobe.com/products/acrobat/readstep2.html> to access the pdf version.



# 2004 Annual Report Instructions

## Online Access

### Customized Database

A public library's customized Annual Report is available online. The computer used should have Microsoft Internet Explorer version 5.5 or higher.

In June 2003 every public library director was emailed an ID and Password to open the customized Annual Report. Library directors may wish to give others their ID and Password but OLIS will not. Library directors are ultimately responsible for the content and submission of their Annual Report database. If the director does not have the password, send an e-mail to [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us) and request one. Only the Director will be given the password.

Corrections to the Annual Report may be made online until September 15, 2004 for all forms. Application for Grant-in-Aid for Free Public Libraries, Certification of Appropriation and Expenditure, Standard Certification, Standard Certification for Combined Libraries, and Request for Waiver forms may not be altered once submitted and the Application for Grant-in-Aid has been approved. Changes to submitted documents must be requested in writing and must be approved by OLIS.

## The Forms in General

LIST of Forms

Main Library/System

Branches/Bookmobiles

Hours Open

Staff

Collection

Services

Technology

Income and Expenditures

Wages

Application for Grant-In-Aid for Free Public Libraries

Certification of Appropriation and Expenditure

Disaster and Preservation Planning Certification of Compliance

Update Log

Standards Certification

Request for Waiver of Standards

## **Using the Correct Date/Time Span for Reporting Data**

The Annual Report includes data from the different years. Data as of June 30th or July 1st are from different fiscal years. The June 30th date is asking for data at the end of a fiscal year. The July 1st date is asking for data at the beginning of a fiscal year. Reporting data for the correct fiscal year is critical for comparative statistics. FY data is the sum total from July to June of the fiscal year.

The Main Library/System, Branches/Bookmobile and Hours Open forms should have the most recent data. This is expected to be data from the fiscal year starting July 1st of the reporting year.

The Staff Form, Collection, Services, Technology and Income and Expenditures and Certification of Appropriation and Expenditure forms should have data from the fiscal year ending June 30th of the reporting year.

The Standards Certification, Disaster and Preservation Planning Certification and Update Log should be as current as the date of the Grant-In-Application. This is expected to be data from the fiscal year starting July 1st of the reporting year.

Request for Waivers of Minimum Standards for Rhode Island Public Libraries may be submitted at any time up to submission of the Grant-In-Aid Application. Copies of waivers approved before submission of the Grant-In-Aid Application must be attached to the application.

## Main Menu

The Main Menu is located at the top of every form. Use the pull down selections in this box to move from form to form. A direct link to the feedback form is found in the upper right hand corner of the Main Menu. Use this feedback form for sharing remarks directed at any form. Please specify the form and the data element or design issue with the form at hand when making remarks on the feedback form.

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## Pre Entered Data

Some data has already been entered on the forms. Examples are the library address, library hours, and last year's wages. Do NOT assume that this data is correct. **Review each pre-entered field for changed, incorrect, or misspelled data. Empty fields are labeled as -2. A minus two (-2) is a clue that the field must be entered by the library with a positive number or letter(s). Use a zero (0) for unknown, unavailable data and explain on the feedback form. A zero (0) without an explanation on the feedback will mean it's actually 0. Certain fields that are pre-entered cannot be changed on the forms.** If there is an issue with these pre-entries, state a question or remark on the feedback form and refer to the form and data element by name.



## **Prior year data exists on forms for historical edit checks.**

This data is to the right of the Reporting Year data. This data may not be changed on the forms. If there are errors, report them on

the Feedback form. The Feedback form is accessible from the forms themselves. Reference the name of the form and the data element name and that it is Prior Year data as well as provide the correct data.

The Wages Form has been pre-entered. The Delete button may be used to delete any or all the forms one by one should a library elect to create new forms and enter all the data instead of updating the existing forms. See Buttons and Links for more information.

## Data Elements

To find complete definitions, **click the  button next to a data element. Not all data elements have definitions. To print definitions, click , hold down the Ctrl P keys.** The pop-up box for the definition has the data element name and the form name at the top.

## FSCS Definitions

Data elements that are required by the federal government are noted as such in the definitions.

## Entering Data

Do not use acronyms. Do not abbreviate a name unless it exceeds the space provided. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. See Standards Abbreviations (Appendix E)

Electronic submission is automatic. Enter and save data online in all forms no later than September 15, 2004. Incomplete or incorrectly entered data will not be accepted and the library's Annual Report will be rejected. Online data changes cannot be made after September 15, 2004.



If an actual count of ILL transactions for all of FY2004 is unavailable, determine an annual estimate by counting whatever valid data you have and extrapolating an annual figure accordingly. For example, if you have 5 months of accurate data

from July through November 2003 and 1 month of accurate data for June 2004, add these together, divide that total by 6 and multiply by 12 for your annual estimate. If you have 29 weeks of accurate data, even if they occurred at the beginning and end of the fiscal year, add them together, divide the total by 29 and multiply by 52. If you question the accuracy of the results, look at your totals for last year, and adjust accordingly. Wherever you can use the attached instruction table or your own manual counts to provide more valid estimates, use those estimates as well or instead. Please include an explanation of how you calculated the estimate(s) on the Annual Report Feedback form.

Select the correct rate field when entering either a salary rate or hourly rate on the Wages Form. Reporting a salary rate in the hourly rate field will cause an error in the Comparable Statistics. See Wages on the Annual Report Instructions or the question buttons on the Wages Form for more instructions about the Wages Form.

## Buttons and Links

All the forms have a SAVE FORM button The Main Menu with a pull down selection of all the forms is found at the top of every form. The << GO TO FEEDBACK FORM link is, also, available on all the forms.

On forms, click  for definitions of data elements and form instructions. Not all data elements have definitions. The  for definitions can be found to the left of data elements.

The Hours Open form has a DELETE SCHEDULE button and a <<GO BACK TO YOUR EXISTING SCHEDULES link.

The Wages form has FIRST, PREVIOUS, NEXT, LAST, and DELETE buttons located at the bottom of any Wages form. The DELETE button may be used to delete any or all of the forms one by one should a library elect to create new forms and enter all the data instead of updating the existing forms. The ADD A NEW WAGES button leads to two choices, ADD A REGULAR WAGE FORM (NOT SPLIT) and ADD A WAGE FORM FOR A SPLIT POSITION. All Wages forms have a <<Go Back to your existing wages form link located at the top of the form. This link is to the

library's list of wages forms.

Application for Grant-in-Aid, Certification of Appropriation and Expenditure, and Standards Certification have a SAVE (name of form) (PRINT LATER) AND PRINT PREVIEW (WITH SIGNATURE LINES) buttons. Print Preview will not print the document. Use Windows to print.

The Standards Certification form has a REQUEST FOR WAIVER button.

## **Edit Checks**

In the Annual Report forms, Current and Historical Edit Checks are provided and the same line as the data element they relate to. Depending on the data element, current or current and historical edit checks may be required. All changes in edit check messages are triggered by data entry and appear after tabbing to another field.

A box may pop up with the message, "This form is not complete. Refer to the items in red text." Enter data for the red text items.

Explain wide differences between data years on the Feedback form. The feedback form button appears in the upper right hand corner of the forms. Identify the form, the data element, the data year(s) in question, and the incorrect data from the prior year. Always correct current year data on the form(s) before saving the form(s) and before September 15, 2004.

To understand the edit conditions, go to the Table of Contents in the 2004 Annual Report Instructions and view either the Current Year Edit Conditions or Historical Edit Conditions.

## **FSCS Edit Check Messages**

Messages are displayed in the Current Check and Historical Check columns on the Annual Report forms online. An explanation of messages is below and can be found by clicking on any message name in the forms online.

## Kinds of Messages-

### ANSWER

The edit check message for a field entered with -2 is always "ANSWER". It reminds you to enter data for that data element.

### CHECK

Data entered by the library meets the edit conditions. This means the library is asked to check the data entered for accuracy. When there is current and historical (prior) year data and both are correct, briefly explain the difference between the current and prior year data in the Feedback Form. If the prior year data is incorrect, supply the correct data noting the year and data element, and form in the Feedback Form. Otherwise, correct and save current year data and recheck the Edit Check message displayed.

### OK

Data was entered by the library and does not meet the edit conditions. The library must rely on its own checking mechanisms to verify the accuracy of the entered data.

### "\_\_\_"

No edit condition was programmed for this data element. The library must rely solely on its own checking mechanisms to verify reported data.

## Basic Edit Check Conditions

Some basic edit checks were developed for the Office of Library and Information Services in addition to those created by the federal government for FSCS.

- 1 . Field is -2. Enter data.
- 2 . Zip code does not have 9 digits. Enter 9 digits.
- 3 . Phone number does not have 10 digits. Use all zeros when there is no phone number.
- 4 . Number has decimals. Number must be whole.
- 5 . Number is negative. Number must be positive.
- 6 . No selection made. Select from drop down list.
- 7 . On the Hours form, each day of the week was not completed. Enter valid open and close hours or check date.
- 8 . Closed before opened (i.e., pm-am.) Correct error.
- 9 . Must be 4 characters or more. "None" is acceptable.



## Printing

**Use the SAVE FORM button to assure that the entered data prints.**

Use the toolbar to print a form. Hold down the Ctrl P Keys to print a definition.

**Enter all data electronically on a form and save before printing and signing. ONLY SIGNED FORMS GENERATED FROM THE "PRINT PREVIEW WITH SIGNATURES LINES" BUTTON WILL BE ACCEPTED. See BUTTONS AND LINKS.**

## Saving

Enter all the data for a form (e.g., Income and Expenditures) in order to save entered data. A print copy of a form can be used as a worksheet when all the data for a form is not ready for online entry. Once a worksheet is completed, all the data can be entered online at one time to save the form.

The message, "This \_\_\_\_\_ form is not complete. Refer to the items in red text.", will appear if an attempt is made to save an incomplete form. Follow the instructions above. Otherwise, report other error messages in an email to: [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us).

Saved forms can be changed any time before September 15, 2004. Use the SAVE FORM button before printing to assure that entered data prints. The SAVE FORM button can be found at the bottom of every form.

Electronic submission of the Annual Report is automatic. In order for the electronic submission of the Annual Report can be considered complete, all forms must be completed and saved online before September 15, 2004. Forms that require signatures should have data entry that is final, completed and saved online before being printed, signed and mailed.

## Exiting





Use the Main Menu box to exit and enter the forms.

Use the toolbar to exit the database.

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# 2004 Annual Report Instructions

## Specific Forms

### Main Library/System

Number of Friends may be estimated if an actual count is not available. The estimate may be based on Friends mailing list.

### Branches/Bookmobiles

Only libraries with branches or bookmobiles fill out the Branches Form. To find a branch or bookmobile form from the Main Menu, Go To Data Collection Form, Branches/Bookmobiles Form. Use the Go To: arrow to select a branch or bookmobile form from the list. There is no Branches/Bookmobiles form for the libraries without branches or bookmobiles.

Number of Friends may be estimated if an actual count is not available. The estimate may be based on Friends mailing list.

### Hours Open

#### Viewing Data

For overall view of schedules, select Hours Open from the Main Menu. To view an individual schedule, click View/Edit of that schedule.

#### Entering Data

Report FY 2004 data. Use the pull down menu to select and enter the hour, minute interval, AM or PM for every opening and closing for every day of the week or select "Closed."

### Report 52 Weeks Schedules

Each main library, branch and bookmobile should report a total of no more than 52 weeks of Hours Open per facility in total. The

Hours Open Forms are used to automatically calculate the Public Services Hours per Year on the Services Form. **The Public Services Hours per Year should match the collective hours of 52 consecutive weeks for all the libraries and bookmobiles in a library system.**

## Two or More Schedules

If your library system reported more than one (weekly) Hours Open schedule last year, these schedules should be listed and pre-entered. Each branch or bookmobile should have its own schedule.

## New Forms



At the list of schedules, click the Add a New Schedule link to open a new form.

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## Services

A **people counter** is available for loan to count Library Visits/Yr. in the Services form on the Annual Report. A people counter is available for loan from OLIS. You can find information about the people counter at [www.ori.ri.gov/services/media.php](http://www.ori.ri.gov/services/media.php). At this web page, you can find the Library Programs Equipment Policy, List of Equipment that includes the People Counter, and the Request for Loan form. Call or email **Joe McGovern** to schedule a loan and for availability.

## Wages

The Wages form was formerly called Salaries and Wages Form and before that the Personnel Supplement. The Wages Form  button includes general instructions and the Library Employees definition. The Job Categories Description is the  button next to data element, Category. See Buttons and Links for more information.

### **Category (Data Element)**

For each staff position in the library, select the category that best describes what the official position entails.

### **Number of Staff (Data Element)**

Report the total number of staff on one form when the data elements: Category, the Salary or Hourly Rate, and the Standard Hours Work per/Week match exactly for a category. If some staff have an MLS and some do not, but the other data elements above match exactly, use the one form and answer yes to Staff has MLS. An MLS means that at least one staff person in this category in this library has an MLS.


### **Is This a Split Position (Data Element)**

Select the WAGE FORM FOR A SPLIT POSITION button only if reporting different categories (1-12) for the same person. More than one Official Position Title used at the library does not constitute a split position. Only different categories make a split position.

### **Official Position Title (Data Element)**

Report official titles only. The Notes section may be used to list all the official position titles for staff in the same Category with the same Salary or Hourly Rate and same Standard Hours Work per Week. See Number of Staff for more information.

### **Salary and Hourly Rate (Data Element)**

Report all wages as of July 1, 2004 for 52 consecutive weeks. Do not average salaries or hourly rates except for seasonal staff. Count as seasonal staff if they are not paid 52 weeks a year within the fiscal year. Report either actual salary or, actual hourly rate for each form. Report a salary or hourly range only if the actual rate is not available. See the Wages Form  on the Annual Report and Entering Data on the Annual Report Instructions for more information.

### **Standard Hours Work Per Week (Data Element)**

Staff hours per week are based on 52 consecutive weeks within the fiscal year. Do not average hours unless seasonal staff or irregular hours are worked per week. Treat as seasonal staff if staff is not paid 52 weeks a year. Calculate average hours per week on 52 consecutive weeks within the fiscal year.

### **Staff Has MLS (Data Element)**

This field must be checked if at least one staff person has an MLS. See Number of Staff for more information.

### **Navigating the Wages Form**

**See Buttons and Links instructions.**

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## **Income and Expenditures**

### **E Rate**

**E Rate funds are not income** but discounts and should be treated as such. **Report any expenditures minus the E Rate discount** in the appropriate expenditure lines. For example, regular phone bills should be reported under data item, Utilities. Subtract the E Rate discount from the phone bill in the year the discount was received if the discount is a reimbursement. When the discount is automatically applied to the phone bill then report the whole phone bill. If the E Rate discount is used for CLAN fees (Internet Service) then report the expenditure for CLAN fees minus the E Rate discount under data item, Electronic Access. If the E Rate funds are used to purchase a file server or internal wiring for a LAN, the library may treat these expenditures as capital outlay and subtract the discount from the cost reported. Construction (i.e. wiring) is usually treated as capital outlay. However, remember that local accounting practices shall determine whether a specific item is a capital expenditure or an operating expense.

## **Application for Grant-In-Aid for Free Public Libraries**

The Application for Grant-In-Aid and the Certification of Appropriation and Expenditure are used to determine Maintenance of Effort (MOE.) Maintenance of Effort is required by R.I.G.L. 29-6-3. The local city or town tax-based operating appropriation for public library services as reported in Section III of the Application for Grant-In-Aid must be equal to or be greater than the expenditures for public library services as reported in the Appropriated and Expended/Disbursed lines of the Certification of Appropriation and Expenditure. The appropriation and expenditure amount is determined by taking the lower of the two amounts (Appropriated and Expended/Disbursed) on the Certification of Appropriation and Expenditure.

In Section II, CLAN Enhancements can include but are not limited to databases purchased through CLAN, unique debt collection service, equipment associated with CLAN such as a receipt printer, software such as PC Reliance, and supplies such as CLAN library cards or paper for CLAN library notices. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

### **Certification of Appropriation and Expenditure Form**

Grant-In-Aid funds must be encumbered by the town by June 30th of the grant year, if funds have not been spent by then. Proof of encumbrance and subsequent payment must be submitted with the Annual Report. Proof of encumbrance is a copy of pending purchase order, and the invoice that will be submitted for payment. Attach any proof of encumbrance to the Certification of Appropriation and Expenditure.

The Certification of Appropriation and Expenditure and the Application for Grant-In-Aid are used to determine Maintenance of Effort (MOE). Maintenance of Effort is required by R.I.G.L. 29-6-3. The local city or town tax-based operating appropriation for public library services as reported in Section III of the Application for Grant-In-Aid must be equal to or be greater than the local city/town tax based operating appropriations and expenditures for public library services as reported in the Appropriated and

Expended/Disbursed lines of the Certification of Appropriation and Expenditure. The appropriation and expenditure amount is determined by taking the lower of the two amounts (Appropriated and Expended/Disbursed) on the Certification of Appropriation and Expenditure.

The Certification of Appropriation and Expenditure is one of the forms in which local tax-based operating figures are required. It is essential that the information be correct because these fund amounts are used to determine eligibility for Grant-In-Aid.

Under Grant-In-Aid to the Library Expended/Disbursed, CLAN Enhancements can include but are not limited to databases purchased through CLAN, unique debt collection service, equipment associated with CLAN such as a receipt printer, software such as PC Reliance, and supplies such as CLAN library cards or paper for CLAN library notices. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported. "For Increased Service Hours, report salaries and other GIA expenditures specifically allocated to increase service hours." GIA expenditure should match the GIA allocation originally reported on the prior year GIA Application.

## **Disaster and Preservation Certification Form**

An annual update to a disaster preparedness plan, better known as the Disaster Plan, is required by RIGL 29-6-3 (e). In addition, a preservation plan must state the preservation needs and objectives of the library for the coming fiscal year as stated in RIGL 29-6-3 (d.)

In order to receive an appropriation from the state of Rhode Island, the Disaster Plan shall be in accordance with the suggested plan published by OLIS as stated in RIGL 29-6-3 (e.)

Libraries that publish their Disaster and/or Preservation Plans online, should attach the web address for these plans every year to the Disaster and Preservation Planning Certification of Compliance form.

Libraries that do not publish their plans online but keep an electronic version of their plans should send their plans every year as an attachment to an email to [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us) with the Subject Heading: GIA Application Plans, no later than September 15th of the year the Annual Report is due.

Libraries that do not publish online or create an electronic version of their plans are required to send a full hard copy only every 3 years. Libraries submitting a hard copy need only provide updated pages (insert sheets of the Disaster Plan) the first and second year of a three year cycle. The next year to send a full hard copy is 2006. Send inserts or full hard copy of the up-to-date Disaster and/or Preservation Plan for all library facilities attached to the Disaster and Preservation Planning Certification of Compliance.

## **Update Log**

Electronically complete an Update Log for each branch library as well as the main library. Attach a print copy of the Update Log form for each library facility to the GIA Application.

## **Standards Certification**

The Standards Certification form published in the Minimum Standards for Rhode Island Public Libraries 2000 is included in the Annual Report. This form must be submitted with the GIA Application.

To find the Standards Certification form from the Annual Report Main Menu, Go To Application/Certification and select Standards Certification. The Request for Waiver of Standards form can also be selected from the Main Menu in the same manner. Waiver Procedures and the full publication of the Minimum Standards for Rhode Island Public Libraries 2000 is available on the web at <http://www.ori.ri.gov/plstandards/default.php>

## **Public Library Long Range Plan**

Please email the web site address where an active copy of your library's Long Range Plan resides or submit an electronic version



as an attachment to the email addressed to your field service representative. Do not send a print version.


In the body of the email, please include the name of the contact person and phone number. If exact dates of the plan are not clearly evident in the plan, please include them in the email message; i.e., if the plan states that it is a three year plan, in the email state that this plan covers July 1, 2003 through June 30, 2006, or whatever dates are applicable.

If sending a web address for the plan, please state, "Below is the web address for the Long Range Plan for (name of library.)"

If sending an electronic copy of the plan, please state "Attached is the Long Range Plan for (name of library.)"

## **Request for Waiver Form**

Requests for Waivers must be submitted annually. For standards in noncompliance, submit one standard per Request for Waiver form. Please fill out and submit a double-sided form for each standard to be waived. See an example of the double-sided form on pp.20-21 of the Minimum Standards for Rhode Island Public Libraries 2000 (blue booklet.) If requesting a waiver of Standard #16, please provide name of staff member and position in the "Reason" section of the Request for Waiver form. Requests for Waivers may be submitted at any time. However, libraries are encouraged to submit Request for Waivers as soon as possible so that waiver requests may be approved before the Application for Grant-In-Aid is submitted. In addition, libraries are urged not to send Requests for Waivers after an Application for Grant-In-Aid is submitted. Otherwise, noncompliance with a standard(s) without waiver request or approval will automatically disqualify the library for Grant-In-Aid. Requests for Waivers submitted after an Application for Grant-In-Aid is submitted will delay processing the application for library funding. Copy of the form(s) for approved, pending, or newly solicited Requests for Waiver must be attached to the Application for Grant-In-Aid. To find the Request for Waiver form from the Annual Report Main Menu, Go To Application/Certification and select Request for Waiver of Standards. The Request for Waiver form cannot be data entered online. Print the form and type in data. Waiver Procedures and the



full publication of the Minimum Standards for Rhode Island Public Libraries 2000 is available on the web at  
<http://www.ori.ri.gov/plstandards/default.php>

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# 2004 Annual Report Instructions

## Submission

### Print Copies

Please submit an Application for Grant-In-Aid with the following:

- Certification of Appropriations and Expenditures
- Disaster and Preservation Planning Certification of Compliance with Update Log
- Standard Certification with all approved Waivers

When sending documents, please place the Application for Grant-In-Aid on top, followed by all other documents in one envelope. You may paper clip the individual documents together but do not staple them together.

Enter and save all data online before submitting hard copies of the following forms. Only forms requiring signatures will be accepted in hard copy (print copy). These forms include the Application for Grant-In-Aid, Certification of Appropriation and Expenditure, Disaster and Preservation Planning Certification of Compliance with Update Log, Standards Certification with all approved Waivers.

Forms that require signatures should have data that is final, completed and saved online before being printed, signed and mailed to: OLIS, Attn. Ann Piascik or sent through the Delivery system to DSL Attn: Ann Piascik. Since electronic submission is automatic, enter and save data in all online forms no later than September 15, 2004. Incomplete or incorrectly entered data will not be accepted and the library's Annual Report will be rejected. Online data changes cannot be made after September 15, 2004. Print copies of the customized Annual Report before September 15th.

### Deadline

The Annual Report including the Application for Grant-In-Aid is due no later than September 15th of the Annual Report year. Data corrections to the Annual Report forms should be made online no later than September 15, 2004. If data must be corrected on a signed form, then enter corrected data on the Annual Report online form. Print, sign and submit the corrected form no later than September 15, 2004. Original forms with signatures may not be altered after they have been received by OLIS.

Complete all Annual Report documents no later than September 15, 2004. Hard copies of signed documents must be stamped in at OLIS no later than September 15, 2004. Access to the Annual Report online will be locked on September 16th, of the reporting year. Public libraries will not be able to enter data, view data, or print forms after September 15th of the reporting year. Print copies of the customized Annual Report before September 15th.

Requests to send late submissions will require written explanation and should be for dire circumstances.

## **FSCS**

### **Role**

FSCS is the Federal-State Cooperative System that is administered by data coordinators from each state and in the outlying areas (territories). The Rhode Island State Data Coordinator is Ann Piascik. The FSCS system is administered by the National Center for Education Statistics (NCES) in cooperation with the U.S. National Commission on Libraries and Information Science (NCLIS). NCES is mandated to collect library statistics. The Library Statistics Cooperative Program that is administered and funded by NCES collects and disseminates statistical information on libraries under six surveys. One of the surveys is the Public Libraries Survey. FSCS collects the Public Library Survey data electronically. NCLIS works cooperatively with NCES in implementing the Library Statistics Cooperative Program by organizing training and technical assistance for the data coordinators. The Bureau of the Census works cooperatively with NCES in implementing the Library Statistics Cooperative Program by developing software to collect, compute and impute

the data collection from FSCS. The Edit Check conditions used in the Annual Report are generated by and for the federal government.

## **FSCS Definitions Feedback**

Any question or problem in complying with FSCS definitions should be addressed on the **Feedback** form. Refer to the data element name and form name in addressing the question or problem.

## **Technical Assistance**

Before calling for technical assistance, refer to the  buttons on the forms and read the Annual Report instructions.

When calling for technical assistance, state your problem clearly but succinctly. Refer to the form by name and data element in question. If you leave a message, please give your name, library, phone number and times when you can be reached at that number.

Contact Ann Piascik at 222-5776 or by email: [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us) for technical assistance in filling out the forms. Computer problems should be addressed with the local library's technical support.

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## Appendix G—Current-Year Edit Checks

NO.	EDIT MESSAGE	EDIT CONDITION(S)
00	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
01	Library NAME is –2	NAME (data element #02 on the administrative entity screen or outlet screen) is –2.
02	ADDRESS or CITY is –2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) or CITY (data element #04 on the administrative entity screen or outlet screen) is –2.
03	ZIP is –2 or not valid	ZIP (data element #05 on the administrative entity screen or data element #06 on the outlet screen) is –2 or is not a valid 5-digit number.
04	ZIP4 (ZIP+4) is –2 or not valid	ZIP4 (data element #06 on the administrative entity screen or data element #07 on the outlet screen) is –2 or is not a valid 4-digit number.
05	PHONE number is –2 or not valid	PHONE (data element #07 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is –2, –1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is ‘MA’, ‘MO’, or ‘SO’ and the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet	One or more service outlets is shown, but there is no CENTRAL outlet. Note: An administrative entity may report 0 central or 1 central. This edit is an additional check on accurate reporting of central outlets.
09	ALA-MLS is –2	ALA-MLS librarians (data element #13 on the administrative entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
10	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #14 on the administrative entity screen is -2.
11	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) is -2.
12	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is 0 or -2.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #13 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #14 on the administrative entity screen).
14	LOCAL GOVERNMENT INCOME is -2	LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity) screen is -2.
15	STATE GOVERNMENT INCOME is -2	STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is -2.
16	FEDERAL GOVERNMENT INCOME is -2	FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is -2.
17	OTHER INCOME is -2	OTHER INCOME (data element #20 on the administrative entity screen) is -2.
18	TOTAL OPERATING INCOME is 0 or -2	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is -2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #17 on the administrative entity screen), STATE GOVERNMENT (data element #18 on the administrative entity screen), FEDERAL GOVERNMENT (data element #19 on the administrative entity screen) and OTHER INCOME (data element #20 on the administrative entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES EXP is -2	SALARIES & WAGES (data element #22 on the administrative entity screen ) is -2.
22	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
23	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES (data element #22 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #23 on the administrative entity screen).
25	COLLECTION EXPENDITURES is -2	COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is -2.
26	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen), COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is less than 75% of TOTAL OPERATING INCOME (data element #21 on the administrative entity screen).
31	CAPITAL OUTLAY is -2	CAPITAL OUTLAY (data element #28 on the administrative entity screen) is -2.
32	BOOK/SERIAL VOLUMES is 0 or -2	BOOK/SERIAL VOLUMES (data element #29 on the administrative entity screen) is 0 or -2.
33	AUDIO materials is -2	AUDIO (data element #30 on the administrative entity screen) is -2.



NO.	EDIT MESSAGE	EDIT CONDITION(S)
34	No longer used.	
35	VIDEO materials is -2	VIDEO (data element #32 on the administrative entity screen) is -2.
36	Serial SUBSCRIPTIONS is -2	SUBSCRIPTIONS (data element #33 on the administrative entity screen) is -2.
37	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) is 0 or -2.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
40	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #36 on the administrative entity screen) is 0 or -2.
41	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) is -2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005.	Annual REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 3.00 or less than 0.005.
43	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) is 0 or -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is greater than 20.0.
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is -2	PROVIDED TO (data element #40 on the administrative entity screen) is -2.
49	Inter-library loans RECEIVED FROM other libraries is -2	RECEIVED FROM (data element #41 on the administrative entity screen) is -2.
50	Most data fields contain -2 or equivalent. No other edits performed.	A numeric entry of -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is -2 or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (data element #7A on the administrative entity screen) is -2 or is not a valid code.
53	LEGAL BASIS CODE is -2 or not valid.	LEGAL BASIS CODE (data element #7B on the administrative entity screen) is -2 or is not a valid code.
54	COUNTY is -2.	COUNTY (data element #4A on the administrative entity screen or data element #05 on the outlet screen) is -2.
55	OUTLET TYPE CODE is -2 or not valid.	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet file record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is -2 or is 0.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
57	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.
58	METROPOLITAN STATUS CODE is -2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
59	No longer used.	
60	No longer used.	
61	ADMINISTRATIVE STRUCTURE CODE is -2 or not valid	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is -2 or not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #9 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #9 on the outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #10 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #9 on the outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (data element #11 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #9 on the outlet screen).
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (data element #39 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #42 on the administrative entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #36 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #43 on the administrative entity screen).
67	Outlet is not connected to an administrative entity	No administrative entity record with this outlet's FSCS ID can be found.
68	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'SO' and total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is not equal to 1.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #5 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen).
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is at least half of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is at least half of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is at least 60% of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is at least 60% of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
77	No longer used.	
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No or invalid.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (data element #47 on the administrative entity screen) and INTERNET ACCESS (data element #48 on the administrative entity screen) are No or invalid.
79	No longer used.	
80	INTERNET ACCESS but INTERNET USE CODE is -2 or not valid.	INTERNET USE CODE (data element #49 on the administrative entity screen) is -2 or is not a valid code but INTERNET ACCESS (data element #48 on the administrative entity screen) is Yes.
81	INTERNET USE CODE is 'ST', 'PI', or 'PE', but no INTERNET ACCESS.	INTERNET USE CODE (data element #49 on the administrative entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (data element #48 on the administrative entity screen) is No or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is Yes but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is -2 or not valid.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is not a valid code.
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #14 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
		entity screen).
85	No INTERNET ACCESS but INTERNET USE CODE is M	INTERNET ACCESS (data element #48 on the administrative entity screen) is No, but INTERNET USE CODE (data element #49 on the administrative entity screen) is M. If the library does not have access to the Internet, data element #49 should be answered NA (Not Applicable).
86	GEOCODE is -2 or not valid	GEOGRAPHIC CODE (data element #7E on the administrative entity screen) is -2 or is not a valid code.
87	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES AND OTHER EXPENDITURES is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #44 should also = 0.
88	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater 0 and MATERIALS IN ELECTRONIC FORMAT is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than 0 and MATERIALS IN ELECTRONIC FORMAT (data element #46 on the administrative entity screen) is 0.
89	ELECTRONIC ACCESS EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES is 0	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #45 should also = 0.
90	CENTRALS is greater than 1	CENTRALS (data element #09 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
91	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK greater than 90% of LIBRARY VISITS per typical week.	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK (data element #52 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical week (data element #36 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
92	INTERNET ACCESS is No and NUMBER OF TERMINALS is not equal to 0	INTERNET ACCESS (data element #48 on the administrative entity screen) is No and Number of Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) or USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is not equal to 0.
93	INTERNET USE CODE is "ST" (staff only) and GENERAL PUBLIC TERMINALS is greater than 0	INTERNET USE CODE (data element #49 on the administrative entity screen) is "ST" (library staff only) and Number of Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is greater than 0.
94	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
95	ELECTRONIC ACCESS EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).

## Appendix H—Historical Edit Checks

**Edit 57:** All historical edits are listed in the Edit Report as Edit 57, followed by the specific data element that is triggering the edit. Example: Edit 57: Data Element #17. Local Government).

Notes: “PY” refers to the prior year value. “CY” refers to the current year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an “and” must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

#	DATA ELEMENT	EDIT CONDITIONS
05	Official State Total Population	The PY to CY change is greater than $\pm 5\%$ .
5A	Total Unduplicated Population of LSA.	The PY to CY change is greater than $\pm 4\%$ .
08	Population of Legal Service Area	The PY to CY change is greater than $-10\%$ to $+25\%$ .
09	Number of Centrals	The PY to CY change is greater than $\pm 1$ .
10	Number of Branches	The PY to CY change is greater than $\pm 2$ .
11	Number of Bookmobiles	The PY to CY change is greater than $\pm 2$ .
13	ALA-MLS	The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
14	Total Librarians	The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
15	All Other Paid Staff	The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
16	Total Paid Employees	The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
17	Local Government	The PY to CY change is greater than $\pm \$5,000$ and greater than $-10\%$ to $+25\%$ .
18	State Government	The PY to CY change is greater than $\pm \$500$ and greater than $\pm 40\%$ .
19	Federal Government	No criterion.
20	Other Income	No criterion.
21	Total Income	The PY to CY change is greater than $\pm \$5,000$ and greater than $-10\%$ to $+25\%$ .



#	DATA ELEMENT	EDIT CONDITIONS
22	Salary & Wages Expenditures	This edit is performed only if data element #16 has changed by no more than $\pm 0.5$ FTE. The PY to CY change is greater than $\pm \$2,000$ and greater than $\pm 20\%$ .
23	Employee Benefits	This edit is performed only if data element #16 has changed by no more than $\pm 0.5$ FTE. The PY to CY change is greater than $\pm \$1000$ and greater than $\pm 20\%$ .
24	Total Staff Expenditures	This edit is performed only if data element #16 has changed by no more than $\pm 0.5$ FTE. The PY to CY change is greater than $\pm \$2,000$ and greater than $\pm 20\%$ .
25	Collection Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than $-15\%$ to $+30\%$ .
26	Other Operating Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than $-10\%$ to $+40\%$ .
27	Total Operating Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than $-10\%$ to $+30\%$ .
28	Capital Outlay	No criterion.
29	Book/Serial Volumes	The PY to CY change is greater than $\pm 1,000$ and greater than $-5\%$ to $+15\%$ .
30	Audio	The PY to CY change is greater than $\pm 100$ and greater than $-10\%$ to $+40\%$ .
32	Video	The PY to CY change is greater than $\pm 100$ and greater than $-10\%$ to $+50\%$ .
33	Subscriptions	The PY to CY change is greater than $\pm 20$ and greater than $-10\%$ to $+30\%$ .
35	Public Service Hours/Year	No criterion.
36	Library Visits	No criterion.
38	Reference Transactions	The PY = 0 and the CY > 0. The CY = 0 and the PY > 0. The ratio of CY/PY is outside the range of 0.2 to 5.99.

#	DATA ELEMENT	EDIT CONDITIONS
39	Total Circulation	The PY to CY change is greater than $\pm 5,000$ and greater than -10% to +25%.
40	Loans Provided To	The PY = 0 and the CY $\geq 750$ . The CY = 0 and the PY $\geq 1,500$ . Both values are $> 0$ , at least one value is $\geq 1,200$ , and the ratio of CY/PY is $\leq 0.10$ or $\geq 19.00$ . At least one of the values is $\geq 1,200$ , the ratio of CY/PY is $> 0.10$ and $< 19.00$ , and the ratio of difference/sum of CY and PY is $\geq 0.76$ .
41	Loans Received From	The PY = 0 and the CY $\geq 1,300$ . The CY = 0 and the PY $\geq 800$ . Both values are $> 0$ , at least one value is $\geq 1,400$ , and the ratio of CY/PY is $\leq 0.14$ or $> 9.30$ . At least one of the values is $\geq 1,400$ , the ratio of CY/PY is $> 0.14$ and $\leq 9.30$ , and the ratio of difference/sum of CY and PY is $\geq 0.60$ .
42	Children's Circulation	The PY to CY change is greater than $\pm 5,000$ and greater than -30% to +50%.
43	Children's Program Attendance	No criterion.
44	Materials in Electronic Format Expenditures	The PY = 0 and the CY $\geq 50,000$ . The CY = 0 and the PY $\geq 20,000$ . At least one of the values is $\geq 1,000$ and the ratio of CY/PY is $\geq 13.40$ . At least one of the values is $\geq 1,000$ , the ratio of CY/PY is $< 13.40$ , and the ratio of difference/sum of CY and PY is $\geq 0.94$ .
45	Electronic Access Expenditures	The PY = 0 and the CY $\geq 175,000$ . The CY = 0 and the PY $\geq 84,000$ . At least one of the values is $\geq 1,000$ and the ratio of CY/PY is $\geq 36.90$ . At least one of the values is $\geq 1,000$ , the ratio of CY/PY is $< 36.90$ , and the ratio of difference/sum of CY and PY is $\geq 0.88$ .
46	Materials in Electronic Format	The PY = 0 and the CY $\geq 750$ . The CY = 0 and the PY $\geq 750$ . Both values are $> 0$ , at least one value is $\geq 55$ , and the ratio of CY/PY is $\leq 0.07$ or $\geq 31.00$ . At least one of the values is $\geq 55$ , the ratio of CY/PY is $> 0.07$ and $< 31.00$ , and the ratio of difference/sum of CY and PY is $\geq 0.89$ .

## Appendix Q—Standard Abbreviations for WinPLUS

(Use Only if Data Exceed Field Length)

Administrative/Administration	Adm	Municipal	Mun
American	Amer	Museum	Mus
Association	Assn	National	Natl
Avenue	Ave	Park	Pk
Board	Bd	Parkway	Pkwy
Bookmobile	Bkmob	People's	Peop
Branch	Br	Public	P
Building	Bldg	Public Library(ies)	PL(s)
Bureau	Bur	Reading	Rdng
Center	Ctr	Reference	Ref
Central	Ctrl	Region	Rgn
Circle	Cir	Regional	Rgnl
Circulation, Circulating	Circ	Reorganized, Reorganization	Reorg
Committee	Com	Research	Res
Community	Cmnty	Room(s)	Rm(s)
Consolidated	Consol	Route	Rt
Cooperative, Cooperating	Coop	Saint, Street	St
County	Cnty	School(s)	Sch(s)
Court	Ct	Service(s)	Serv
Department, Departmental	Dept	Society	Soc
District	Dist	Supervisor, Supervisory	Supv
Division, Divisional	Div	System(s)	Sys
Extension	Ext	Terrace	Terr
Federal	Fed	Township	Twp
Fort	Ft	Trail, Trustee	Tr
Foundation	Fdn	University	Univ
Free	Fr		
General Delivery	Gen Del		
Headquarters	Hq		
Highway	Hwy		
Information	Inf		
Interlibrary	IL		
Interlibrary Loan	ILL		
Joint	Jt		
Library District	LD		
Library(ies)	L(s)		
Memorial	Mem		
Metropolitan	Metro		
Mount	Mt		
Mountain	Mtn		